



February 27, 2004

**MEETING NOTICE FOR MEMBERS AND GUESTS  
OF THE DIVISION OF THE STATE ARCHITECT (DSA)  
ADVISORY BOARD**

**INSPECTOR COMMITTEE**

A public meeting will be held on:

**Tuesday, March 9, 2004**

9:30 am to 3:30 pm

at the

California Community Colleges Building

1102 Q Street, Sacramento, CA

Conference Room #4001, 4<sup>th</sup> Floor

(In front of the elevators)

(916) 445-8100

**A G E N D A**

**Committee Members**

Dennis Shallenberger, Chair  
Paul Beyl  
Stephanie Gonos  
Ken Hall  
Art Ross  
Tom Shih  
Jim Ward

**Staff**

Chip Smith  
Elena Tarailo  
Dan Rasmussen  
Jeff Enzler  
Conrad Lewis

- I. Introductions
- II. Approval of Minutes from the 10.10.02 Meeting
- III. Committee to develop its "purpose & definition statement"
- IV. Establish a written plan to address the actions of this committee with regard to the issues listed below.
  - a. Inspector Testing Program
  - b. Inspector Training Program
  - c. Construction Oversight Program

### **Inspector Testing Issues:**

- V. Discuss methods for handling complaints from, or regarding, inspectors. Does this committee serve as the final arbitrator of exam applicant qualification disputes? What about challenges to the examination itself?
- VI. Determine what the criteria should be for hiring a consultant to do a job analysis of Project Inspector duties so that:
  - a. DSA can better evaluate potential inspectors,
  - b. Training can be better tailored for Inspectors,
  - c. We can establish a starting point for future discussions regarding potential changes to the inspection and field oversight programs.
- VII. Discuss some of the key duties of a Project Inspector (see IR A-8). This will form the background for future discussions regarding proposals for developing written procedures for a disciplinary procedure for inspectors and other issues.
- VIII. How can DSA best update inspector examination questions and plan sets?

### **Inspector Training Issues:**

- IX. How can DSA expand and improve the inspector training program?

### **Inspector Construction Oversight Issues:**

- X. Determine methods for predicting DSA construction oversight workload.
- XI. Review DSA's performance evaluation criteria for inspectors (see section 2 of IR A-8). Are the criteria, and the process, appropriate and practical?
- XII. Discuss methods for handling complaints regarding inspectors. Does this committee serve as the final arbitrator of disciplinary actions taken against inspectors by DSA?
- XIII. Draft Circular A-2 – Recognition of OSHPD Certified Inspectors.
- XIV. New Business/ Schedule Next Meeting
- XV. Adjourn

Any questions may be directed to either Elena Tarailo at (916) 445-0119 or Dan Rasmussen at (916) 327-7230. If you are unable to attend this meeting please notify Dan no later than Friday, March 5, 2004.

Sincerely,

Howard "Chip" Smith, Jr.  
Interim Executive Director  
DSA Advisory Board

**Reminder: Please call (916) 327-7230 on Monday, March 8, 2004 after 3:00 p.m. to confirm that the meeting will take place as scheduled. The recording will verify the meeting date and location.**

The meeting facilities and restrooms are accessible to the physically disabled. Requests for accommodations for the disabled (assisted listening device, sign language interpreters, etc.) should be made to the Division of the State Architect Advisory Board office no later than 5 working days prior to the day of the meeting.

### **DIRECTIONS**

#### **From I-5 North or South**

Take the Q Street exit. Continue on Q Street. The building is located on Q St. between 11th and 12th.

#### **From the Bay Area, Capital City Freeway (Business 80)**

Take the 5th Street exit. Continue straight on X Street. Turn left on 11th Street. The building is located on Q St. between 11th and 12th.

#### **From the East, Capital city Freeway (Business 80)**

Take the P Street exit. Turn right on P Street. Turn left on 11th Street. The building is located on Q St. between 11th and 12th.

---

### **PARKING GARAGES**

**(Costs may have changed)**

**Benvenuti Plaza** . 1515 S Street. \$6.00 per day/ \$1.00 and hour

**10th and P Street** . (between O and P).. \$12.00 per day/ .75 per hour

**11th and 12th Street** . (between O and P).. \$12.00 per day/ .75 per hour